American Society of
Regional Anesthesia and Pain Medicine
Advancing the science and practice of regional anesthesia and pain medicine

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *American Society of Regional Anesthesia and Pain Medicine (ASRA) 40th Annual Regional Anesthesiology and Acute Pain Medicine Meeting.* We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's ASRA Customer Service Representative at csarizona@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

Brede EXPOSITION SERVICES

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Brede Customer Service

- *602.275.5900 Fax 602.275.5959 e-mail:* csarizona@brede.com
- *Office Hours: 8:00 AM - 4:30 PM*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Jack Edelman ~ Anthony J Jannetti, Inc.
- 856.256.2313
- jack.edelman@ajj.com

Booths

Each 10' booth includes:

- 8' high Black and White back drape
- 3' high Black side drape
- (1) 6' x 30" White draped table
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number
- Basic Electricity (up to 20 Amps)

Drape Colors: Black and White

Aisle Carpet Color: Venue is carpeted

The exhibit hall is carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: May 5, 2015

TO: Exhibiting Company Name and Booth #
FOR: ASRA
Brede Exposition Services
c/o YRC Freight
5049 West Post Road
Las Vegas, NV 89118

Direct to Show Site

Do not deliver prior to: May 12, 2015

TO: Exhibiting Company Name and Booth #
FOR: ASRA
c/o Brede Exposition Services
Caesars Palace Hotel - Forum Ballroom
3570 Las Vegas Boulevard
Las Vegas, NV 89118

Exhibitor Schedule

Exhibitor Move-in:	Tuesday	May 12, 2015	2:00 PM	—	5:00 PM
	Wednesday	May 13, 2015	8:00 AM	—	5:00 PM
Show Hours:	Thursday	May 14, 2015	7:00 AM	—	8:15 AM
			9:15 AM	—	10:15 AM
			3:15 PM	—	4:45 PM
			5:45 PM	—	7:45 PM
	Friday	May 15, 2015	7:15 AM	—	8:15 AM
			9:15 AM	—	10:45 AM
			2:45 PM	—	4:15 PM
	Saturday	May 16, 2015	7:15 AM	—	8:15 AM
			9:15 AM	—	10:30 AM
Exhibitor Move-out:	Saturday	May 16, 2015	10:45 AM	—	4:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 2:00 PM on Saturday, May 16, 2015.

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Utilities & Services

Find more on Brede.com

phone 602.275.5900

Show Details

Brede EXPOSITION SERVICES

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

ASRA

Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	April 28, 2015
Custom exhibits rentals	April 28, 2015
Labor orders	April 28, 2015

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	May 5, 2015
Shipments to show site to arrive no sooner than:	May 12, 2015

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

Order Summary

Carpet	$ _____
Tables & Accessories	$ _____
Brede Rental Exhibits	$ _____
Material Handling	$ _____
Labor	$ _____
Forklift	$ _____
Booth Cleaning	$ _____
Graphics	$ _____
Total Due	$ _____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
86-0896466

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include ASRA and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Order Summary / Payment Method

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Credit Card Authorization

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | |

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Brede EXPOSITION SERVICES

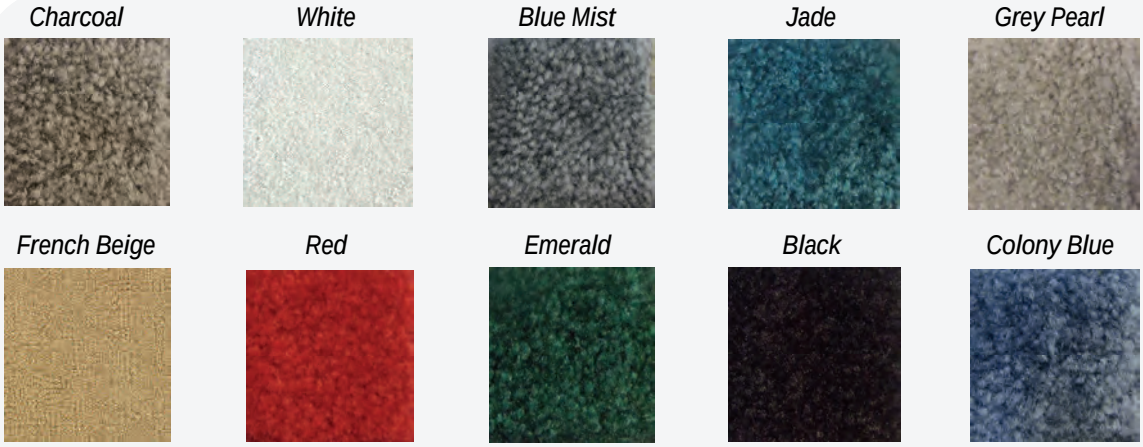
ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Color Guide

Standard Carpet Colors

Plush Custom Carpeting



Display Table Drape Colors

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

Find more on Brede.com

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Burgundy ☐ Grey
☐ Red ☐ Forest Green

Qty	Size		Advance	Standard	Subtotal
_____	10' Carpet		$ 210.00	$ 310.00	$ _____
_____	20' Carpet		$ 420.00	$ 620.00	$ _____
_____	30' Carpet		$ 630.00	$ 930.00	$ _____
_____	40' Carpet		$ 840.00	$ 1,240.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft	$ 3.00	$ 3.75	$ _____
		(100 sq. ft. minimum)	*per sq. ft.*	*per sq. ft.*	

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ 1.00	$ 1.25	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ .50	$ .75	$ _____
			per sq. ft.	*per sq. ft.*	

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ White ☐ Blue Mist ☐ Jade ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft	$ 4.75	$ 7.00	$ _____
		(100 sq. ft. minimum)	*per sq. ft.*	*per sq. ft.*	

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
8.1% NV Tax $ _____
Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Carpet

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 140.50	$ 210.50	$
	6' x 2' draped table	$ 166.00	$ 249.00	$
	8' x 2' draped table	$ 190.50	$ 285.75	$
	4th side drape	$ 58.50	$ 87.50	$
	4' x 2' undraped table	$ 61.75	$ 92.75	$
	6' x 2' undraped table	$ 72.75	$ 109.00	$
	8' x 2' undraped table	$ 83.75	$ 125.75	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 169.00	$ 253.50	$
	6' x 2' draped table	$ 192.50	$ 288.50	$
	8' x 2' draped table	$ 216.75	$ 325.25	$
	4th side drape	$ 68.00	$ 101.75	$
	4' x 2' undraped table	$ 68.75	$ 103.25	$
	6' x 2' undraped table	$ 79.00	$ 118.50	$
	8' x 2' undraped table	$ 89.50	$ 134.25	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 53.25	$ 79.75	$
	6' x 12" draped riser	$ 68.00	$ 101.75	$

Accessories

Find more on Brede.com

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair - Grey	$ 83.50	$ 125.50	$
	Padded Arm Chair - Grey	$ 103.75	$ 155.75	$
	Counter Stool with Back	$ 117.50	$ 176.00	$
	30"h x 30"d Pedestal Table	$ 164.75	$ 247.25	$
	42"h x 30"d Pedestal Table	$ 164.75	$ 247.25	$
	Waste basket	$ 20.50	$ 30.75	$
	Floor Easel	$ 61.75	$ 92.59	$
	Bag Rack	$ 110.50	$ 165.75	$
	Waterfall Rack	$ 130.75	$ 196.00	$
	Literature Rack	$ 236.00	$ 354.25	$
	Garment Rack	$ 70.50	$ 105.50	$
	Tape Stanchion	$ 54.50	$ 81.75	$
	Tackboard 8'x4' (horizontal only)	$ 213.75	$ 320.50	$
	Perfboard 8' x 4' ☐ horizontal ☐ vertical	$ 213.75	$ 320.50	$
	3' high drapery (per ft)	$ 16.50	$ 24.75	$
	8' high drapery (per ft)	$ 20.00	$ 30.00	$

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ White ☐ Burgundy ☐ Red ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.1% NV Tax $ _____

Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Tables & Accessories

Brede EXPOSITION SERVICES

Order Form

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

Plan A: 10' N-Line Option Includes:

• Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 2,023.50	$ 2,630.75	$ _____
_____	Color Hardwall Panels	$ 2,305.75	$ 2,997.50	$ _____
_____	Velcro Compatible Panels	$ 2,528.50	$ 3,287.00	$ _____

Plan B: 20' N-Line Option Includes:

• Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 4,044.75	$ 5,258.25	$ _____
_____	Color Hardwall Panels	$ 4,600.75	$ 5,981.00	$ _____
_____	Velcro Compatible Panels	$ 5,057.25	$ 6,574.50	$ _____

Color Options:

Select Panel Color (Hardwall Color/Velcro Panels) ☐ Black ☐ Blue ☐ Grey

Select Carpet Color: ☐ Black ☐ Blue ☐ Red ☐ Grey ☐ Forest Green ☐ Burgundy

Header Copy:

Header Copy ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	$ 225.00	$ 292.50	$ _____
_____	Adjustable Shelves	$ 30.50	$ 39.50	$ _____
_____	Spot Lights (use w/ rental only)	$ 37.00	$ 48.00	$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.1% NV Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Brede Rental Exhibits

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Custom Rental Exhibits

Why Choose Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

Inline

10x20

10x20

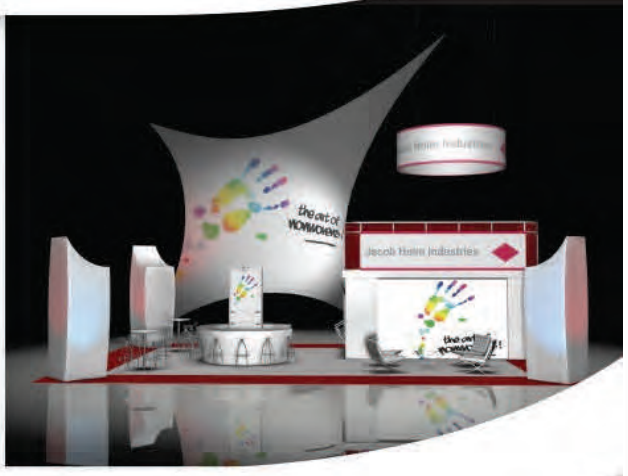
Island

20x20

15x30

Island

15x20



30x45

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

ASRA

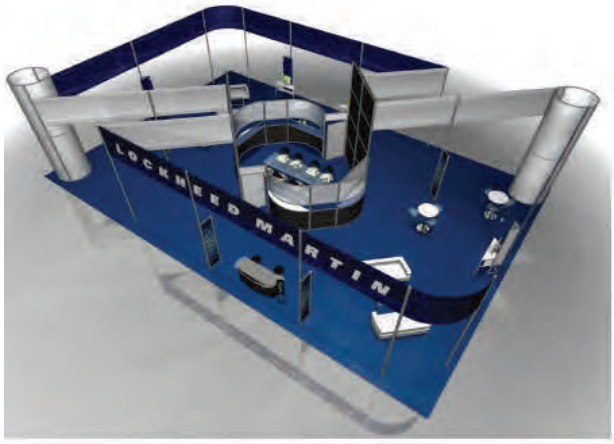
Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Custom Rental Exhibits

Why Choose Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

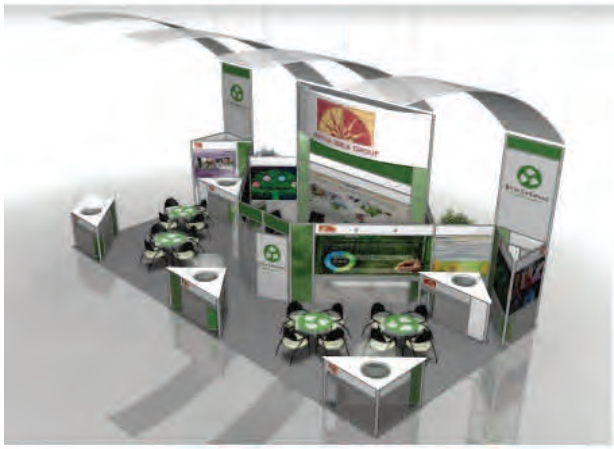
Custom



40x60

20x30

Custom

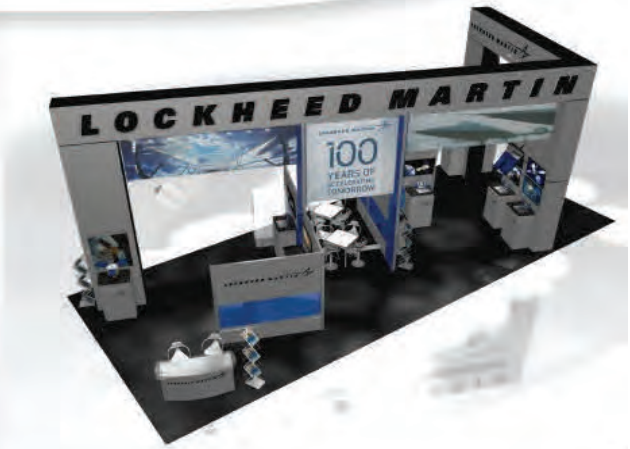


20x40

30x50

Custom

40x80



20x45

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins 30 days prior to exhibitor move-in.
- Shipments received at the warehouse after May 5, 2015 are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to May 12, 2015. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: ASRA
Brede Exposition Services
c/o YRC Freight
5049 West Post Road
Las Vegas, NV 89118

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by May 5, 2015 to avoid late charges.

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: ASRA
c/o Brede Exposition Services
Caesars Palace Hotel - Forum Ballroom
3570 Las Vegas Boulevard
Las Vegas, NV 89118

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- Shipments will be received at the facility no sooner than May 12, 2015 during move-in hours.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	*OT One Way move-in or move-out on OT per 100 lbs*	*OT Two Ways both move-in and move-out on OT per 100 lbs*
	200 lb minimum charge	
Advance to Warehouse: Crated	$161.50	$215.50
Direct to Show site: Crated	$147.00	$196.00
Advance to Warehouse: Special Handling	$218.50	$291.00
Direct to Show site: Special Handling	$191.00	$254.75
Direct to Show site: Uncrated, Unskidded, or Wrapped	$220.50	$294.00
Advance to Warehouse/Direct to Show site: Small Packages	$52.50 *each*	

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after May 5, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$28.25 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$168.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						TOTAL		$

Show Site Contact Name _____ Show Site Phone _____

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Material Handling Rates

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $161.50 per CWT = $323.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $161.50 per CWT = $323.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $161.50 per CWT = $323.00

  TOTAL cost of three shipments arriving *separately*: $969.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $161.50 per CWT = $323.00

  TOTAL cost of one *consolidated* shipment: $323.00 *Savings of $646.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

5049 West Post Road

Las Vegas, NV 89118

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

May 5, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

5049 West Post Road

Las Vegas, NV 89118

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

May 5, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Caesars Palace Hotel - Forum Ballroom
3570 Las Vegas Boulevard
Las Vegas, NV 89118

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Exhibitor

Booth

Do not deliver prior to:

May 12, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Caesars Palace Hotel - Forum Ballroom
3570 Las Vegas Boulevard
Las Vegas, NV 89118

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Exhibitor

Booth

Do not deliver prior to:

May 12, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Bill of Lading & Labels Request

Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: April 28, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

Outbound Shipping Information

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ YRC Freight ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

YRC FREIGHT

Exhibit Logistics

Complete capabilities for trade show success

Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology, powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

Confidence Delivered.®

Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee*.
- **Sealed Exhibit**™ – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

ESCA
Exhibition Services & Contractors Association

yrcfreight.com | 800.610.6500 | Live Chat

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Brede EXPOSITION SERVICES

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Teamsters Union Local #631 has jurisdiction for the loading and unloading of all trucks, trailers and common or contract carriers as well as handling empty crates and the operation of material handling equipment. It also has the jurisdiction of all unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Brede Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates. It is Brede's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Brede Exposition Services will not be responsible for any material it does not handle.

Exhibitors may hand-carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. “Hand-carried” is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 pounds. The Union claims jurisdiction under all other circumstances.

Booth Labor

Teamsters Union Local #631 has jurisdiction for erection, touch-up painting, dismantling, and repair to all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes. Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance, or repairs of your products. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the labor order forms enclosed in this service manual.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

Labor Guidelines: Las Vegas

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs 30% of total labor bill.
- There is a $50.00 minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00 a.m.- 4:30p.m.*	$121.75 *per person per hour*
Overtime *Monday-Friday 4:30 p.m.- 8:00 a.m.* *All day Saturday, Sunday,* *and observed union holidays*	$182.75 *per person per hour*

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	*# Laborers Requested*		*Est. Hrs. per laborer*		*Total Hrs.*		*Rate* per person*		*Subtotal*		*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation			X		=		X		=	$	+	$	=	$
Dismantle			X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Labor

Brede EXPOSITION SERVICES

ASFA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

*Please call your Brede Customer Service Representative for a quote if you require a **forklift for over 5,000 lbs. capacity, a cage, or a crane.***

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour	
Straight Time Monday-Friday 8:00 a.m.- 4:30 p.m.	$333.25	$121.75	• One hour minimum per laborer. • Labor is then charged in 1/2 hour increments per laborer.
Overtime Monday-Friday 4:30 p.m.- 8:00 a.m. All day Saturday, Sunday, and observed union holidays	$499.75	$182.75	

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ *Phone #:* _____

Estimate Costs

	Date Time	*Heaviest Piece (lbs.)*	*# of Forklifts up to 5,000 lbs. (w/Operator)*		*Est. Hrs. per Forklift*		*Rate per hour*		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Forklift

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.45	$0.60	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	3	X		X	$0.40	$0.52	$	

Daily Porter Services

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at one-hour intervals during show hours.

Select	Service			Advance	Standard		Subtotal
☐	Exhibit Area / Under 500 sq ft	3	X	$85.75	$119.75	$	
☐	Exhibit Area / 500 - 1,500 sq ft	3	X	$120.00	$167.75	$	
☐	Exhibit Area / 1,501 - 2,500 sq ft	3	X	$151.25	$211.75	$	
☐	Exhibit Area / Over 2,500 sq ft	3	X	Contact Brede for Quote		$	

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Booth Cleaning

Brede EXPOSITION SERVICES

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- There is a one time set up charge of $100.00.

Storage Rates

Size of Storage Space sq. ft.	*Rate per day*
0-25	$ 100.00
26-50	$ 150.00
51-100	$ 200.00
101-150	$ 250.00
151-200	$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ FAX#: _____

EMAIL ADDRESS: _____ CELL#: _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 28, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 47.50	$ 61.75	$ _____
_____	14" X 22"	$ 56.00	$ 72.75	$ _____
_____	22" X 28"	$ 87.00	$ 113.00	$ _____
_____	28" X 44"	$ 131.50	$ 171.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance	Standard			Subtotal
	X		=		X	$20.50 *per sq. ft.*	$26.75 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
8.1% NV Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Graphics

Brede EXPOSITION SERVICES

ASRA

Caesars Palace Hotel - Forum Ballroom
Las Vegas, NV
May 12-16, 2015

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE

ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email: services@encoreproductions.net

CAESARS PALACE LAS VEGAS

Booth Number:	**To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
EXHIBITING COMPANY NAME:	
BILLING ADDRESS:	

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	**Installation cannot begin until order is finalized and payment method has been received**

ELECTRICAL SERVICES	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**	**QUANTITY OF 24 HOUR POWER**	**SUBTOTAL**
120 VOLTS - 500 WATTS OR **5 AMPS**	$110.00	$137.00			
120 VOLTS - 1000 WATTS OR **10 AMPS**	$180.00	$223.00			
120 VOLTS - 2000 WATTS OR **20 AMPS**	$258.00	$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	$475.00	$595.00			
ELECTRICAL MATERIALS	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**		
6' OUTLET PLUG STRIP	$25.00	$30.00			
25' EXTENSION CORD	$25.00	$30.00			
PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS					
ADDITIONAL ELECTRICAL SERVICES	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**	**QUANTITY OF 24 HOUR POWER**	
208 VOLTS SINGLE PHASE 30 AMPS	$535.00	$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	$830.00	$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	$1,320.00	$1,625.00			
				SUBTOTAL	
PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE					
ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE				**10% SERVICE FEE**	
ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQURE ELECTRICAL LABOR				**MATERIAL AND SERVICES TOTAL**	
LABOR RATES: STRAIGHT TIME - $100.00 OVERTIME - $200.00				LABOR TOTAL	
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE				**GRAND TOTAL**	

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

ENCORE EVENT TECHNOLOGIES
A Freeman Company

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email:services@encore-us.com

CAESARS PALACE LAS VEGAS

Booth Number:	**To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.**	**EVENT NAME:**
EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH:	
EXHIBITING COMPANY NAME:		
ONSITE CONTACT:	ON-SITE PHONE:	
ORDERED BY:	EMAIL ADDRESS:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

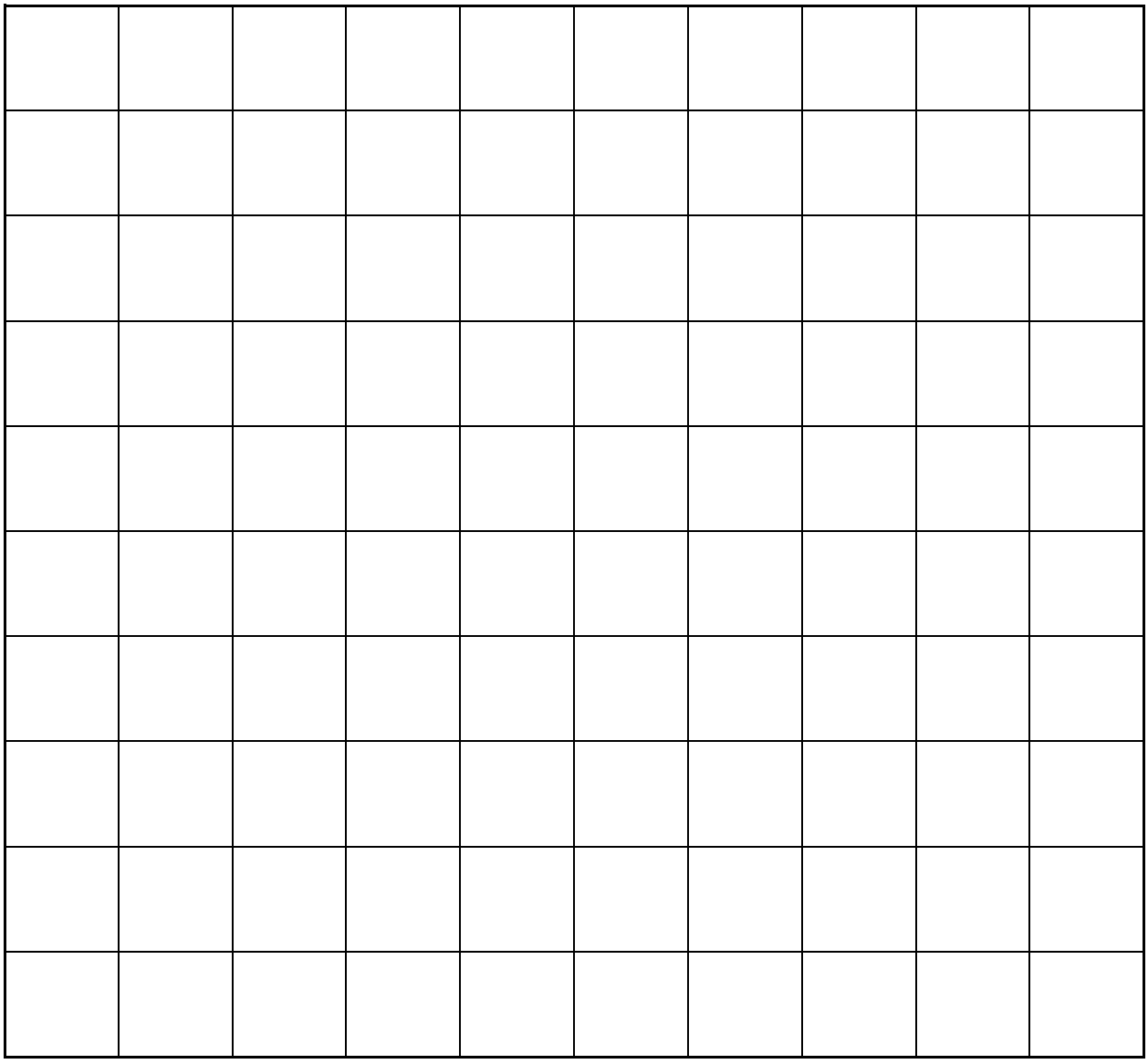
BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent Booth # _____



Adjacent Booth # _____

Front of Booth/Aisle Number: (indicate adjacent Booth) _____

ENCORE EVENT TECHNOLOGIES
A Freeman Company

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email:services@encore-us.com

CAESARS PALACE LAS VEGAS

Booth Number:	**To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
INSTALL Date & Time:	**DISCONNECT** Date & Time:

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:		ON-SITE PHONE:

ORDERED BY:		EMAIL ADDRESS:
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS

Installation cannot begin until order is finalized and payment method has been received

INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. **3Mbps bandwidth**	$300.00	$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. **5Mbps bandwidth**	$500.00	$750.00			
Room/Booth Connect - 1 device, single location, **up to 10 Mbps via shared VLAN**, wired Ethernet connection.	$1,000.00	$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 2**0Mbps dedicated bandwidth**	$5,000.00	$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	$50.00	$75.00			
Additional Locations - (Event Connect only)	$250.00	$330.00			
Additional Bandwidth - (Event Connect only) **5Mbps bandwidth**.	$1,000.00	$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub ($100 replacement value)	$100.00	$150.00			
Cable Rental - Cat5e patch cable up to 50' length	$50.00	$75.00			
Technician Labor - Hourly Rate - Straight Time	$100.00	$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
				Services Total	
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				**10% Service Fee**	
LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				**Subtotal**	
				LABOR FEE	
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION					
				GRAND TOTAL	

Caesars Palace Las Vegas, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE Prices Subject to change without Notice

Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.

3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.

6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

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ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

ENCORE EVENT TECHNOLOGIES
A Freeman Company

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email:services@encore-us.com

CAESARS PALACE LAS VEGAS

Booth Number:	**To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
INSTALL Date & Time:	**DISCONNECT** Date & Time:

EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS

Installation cannot begin until order is finalized and payment method has been received

WIRELESS INTERNET PACKAGES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
PACKAGE #1 UP TO 10 CONCURRENT DEVICES	$1,000.00	$1,250.00			
Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.					
PACKAGE #2 UP TO 25 CONCURRENT DEVICES	$1,750.00	$2,187.50			
Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.					
PACKAGE #3 UP TO 50 CONCURRENT DEVICES	$3,500.00	$4,375.00			
Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.					
ADDITIONAL BANDWIDTH	$1,000.00	$1,250.00			
Includes **5Mbps** of additional bandwidth to the existing network/location.					
ADDITIONAL 25 CONCURRENT DEVICES	$1,000.00	$1,250.00			
Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.					
ADDITIONAL COVERAGE AREA/SEPARATE LOCATION	$1,000.00	$1,250.00			
Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.					
CUSTOM SPLASH PAGE	CALL FOR PRICING				
Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.					
CUSTOM LANDING PAGE	CALL FOR PRICING				
Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.					
Technician Labor - Hourly Rate - Straight Time	$100.00	$125.00			
* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.					
NOC ENGINEER - Daily Rate	$1,000.00	$1,250.00			
NETWORK ENGINEER - Daily Rate	$1,500.00	$1,875.00			
Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices					
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE

SERVICE TOTAL	
10% Service Fee	
SUBTOTAL	
* LABOR FEE	
GRAND TOTAL	

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Caesars Palace and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice

Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.

3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

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AUTHORIZED SIGNATURE:

BANNERS/HANGING SIGNS
Exhibitor Order Form

ORDER EARLY AND SAVE!

| | | |

BANNERS/HANGING SIGNS

Exhibitor Order Form

LABOR ESTIMATE

INSTALLATION	LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL
2 RIGGERS (4 HOUR MINIMUM)				
DISMANTLE	**LOAD-OUT DATE**	**LOAD-OUT TIME**	**HOURS**	**TOTAL**
2 RIGGERS (4 HOUR MINIMUM)				

RIGGING EQUIPMENT

CHAIN MOTORS	PRE SHOW	LATE ORDER	QTY	TOTAL
SCISSOR LIFT	375.00	410.00		
½ TON HOIST	180.00	215.00		
1 TON HOIST	180.00	215.00		
10' - 12" BOX TRUSS	135.00 per stick	170.00 per stick		
10' - 20.5" BOX TRUSS	165.00 per stick	200.00 per stick		
SPECIAL RIGG PACKAGE*	- CALL FOR RATES -			
ESTIMATED TOTAL FOR RIGGING EQUIPMENT				

MATERIALS – Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.

SIGN INFORMATION

TYPE OF SIGN

☐ banner
☐ grommets ☐ pockets ☐ 1 sided ☐ 2 sided
☐ structural ☐ wood ☐ system
☐ metal ☐ other

SHAPE OF SIGN

☐ square ☐ circle ☐ rectangle
☐ triangle ☐ other

DIMENSION & WEIGHT OF SIGN

height:	length:
width:	weight:

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN: _____

LOCATION OF SIGN

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed.

Please fill in the booth numbers of all neighboring booths.
For island and peninsula booths, indicate all across-the-aisle neighboring booths.

Feet in from FRONT aisle._____
Booth #:_____

FRONT SIDE

Feet in from LEFT aisle._____
Booth #:_____

LEFT SIDE

RIGHT SIDE

Feet in from RIGHT aisle._____
Booth #:_____

BACK SIDE

Feet in from BACK aisle._____
Booth #:_____

HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.
COMPLETE THIS FORM AND FAX TO 702.866.1741

EXHIBITOR'S INITIALS _____

Equipment pricing and service charges are subject to an 8.1% sales tax.

Audio / Visual
Exhibitor Order Form

ORDER EARLY AND SAVE!

EVENT NAME:																ROOM / BOOTH:			
COMPANY:																DELIVERY DATE:		DELIVERY TIME:	
BILLING NAME AND STREET ADDRESS:																PICKUP DATE:		PICKUP TIME:	
CITY		STATE:			ZIP:											ONSITE CONTACT:			
PHONE:		FAX:			EMAIL:											CONTACT PHONE:			
CARDHOLDER NAME:		CC TYPE:		CC#:															
CARDHOLDER SIGNATURE:																EXP DATE:		SECURITY CODE	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive PRE SHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate.

ALL EQUIPMENT PRICES ARE PER DAY

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
VIDEO EQUIPMENT					
42" PLASMA (16X9)	660.00	695.00			
50" PLASMA (16X9)	810.00	845.00			
61" PLASMA (16X9)	1,500.00	2000.00			
6' PLASMA STAND	95.00	130.00			
46" LCD MONITOR	660.00	695.00			
52" LCD MONITOR	810.00	845.00			
6' LCD MONITOR STAND	95.00	130.00			
DVD PLAYER	85.00	120.00			
BLU-RAY DVD PLAYER	125.00	160.00			
LCD PROJECTOR – 4000 LUMENS	580.00	615.00			
LCD PROJECTOR – 5000 LUMENS	910.00	945.00			
32" ROLL CART W/ SKIRT	36.00	71.00			
54" ROLL CART W/ SKIRT	45.00	80.00			
FLIPCHART PACKAGE	71.00	106.00			
DISPLAY EASEL	31.00	66.00			
COMPUTER EQUIPMENT					
20" LCD MONITOR	130.00	165.00			
24" LCD MONITOR	190.00	225.00			
32" LCD MONITOR	310.00	345.00			
LAPTOP COMPUTER	CALL FOR PRICE				
DESKTOP COMPUTER W/ 19" MONITOR	CALL FOR PRICE				
WIRELESS PRESENTATION MOUSE	165.00	165.00			
SCREENS					
TRIPOD 6' X 6'	70.00	105.00			
TRIPOD 8' X 8'	70.00	105.00			
CRADLE 10' X 10'	90.00	125.00			

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
RIGGING & STAGING					
20' SCISSOR LIFT	375.00	410.00			
WOODEN PODIUM	125.00	160.00			
RISER – 4' X 8' SECTION	180.00	215.00			
16' – 22' BLACK VELVET DRAPE	18.00/ft	22.00/ft			
LABOR		RATE		HRS	
ALL RIGGING IS SUBJECT TO AT LEAST 1 RIGGER @ $99.00 HOUR WITH A 4 HOUR MINIMUM.		99.00/hr	X		
ADDL labor charges will apply for booths outside the expo room					
AUDIO EQUIPMENT					
UHF COMBO (CHECK ONE) ☐ HH ☐ LAV ☐ HEADSET	220.00	255.00			
WIRED MICROPHONE	44.00	79.00			
SM. POWERED SPEAKER	100.00	135.00			
LG. POWERED SPEAKER	115.00	150.00			
DIRECT BOX FOR COMPUTER AUDIO	33.00	68.00			
12 CHANNEL MIXER	175.00	210.00			
CD PLAYER	90.00	125.00			
(2) ART322 SPEAKERS (2) STANDS (1) WIRED MIC (1) MIXER	463.00	498.00			
JBL VRX PRO AUDIO (4) VRX SPEAKERS (4) STANDS (1) WIRED MIC (1) SMALL EFFECTS (1) MIXER	735.00	770.00			

TOTALS	
TOTAL EQUIPMENT CHARGES	
LABOR CHARGES($198 min., 2hrs @$99/hr, for load in/out)	
24% SERVICE CHARGE ($22 minimum)	
TOTAL DUE	

CANCELLATIONS: written cancellation of ordered equipment and services must be received 24 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.

Encore Event Technologies
3570 Las Vegas Blvd. South
Las Vegas, NV 89109
p | 702.866.1133
f | 702.866.1741
caesars@encore-us.com

ENCORE EVENT TECHNOLOGIES
A Freeman Company

COMPLETE THIS FORM AND FAX TO 702.866.1741 OR EMAIL TO: CAESARS@ENCORE-US.COM

40th Annual Regional Anesthesiology and Acute Pain Medicine Meeting

May 14-16, 2015
Caesars Palace
Las Vegas, NV

ExpoBadge® *Defining the Lead...*

LEAD RETRIEVAL ORDER FORM — Order Online — DISCOUNT DEADLINE: April 16, 2015

ExpoBadge Lead Retrieval Equipment *Equipment descriptions on Page 2*	DISCOUNT	REGULAR	QUANTITY	TOTAL
Printer Options: *(All options require electricity <1 amp, 110V)*				
ExpoBadge Lead Print	$255	$295		0
Wireless: ExpoBadge Lead Print	$320	$360		0
ExpoBadge All-in-One	$360	$400		0
Wireless: ExpoBadge All-in-One	$440	$480		0
ExpoBadge Network	$665	$705		0
Handheld Scanners: *(Battery operated scanners; no electricity required)*				
ExpoBadge Mobile e-Lead	$265	$295		0
ExpoBadge Mobile e-Lead+	$320	$305		0
ExpoBadge Exceed	$370	$425		0
Mobile Application:				
ExpoBadge Lead Retrieval App *(one license)*	$250	$280		0
Additional Licenses	$150	$150		0
ExpoBadge Extras:				
ExpoBadge Live Literature Link	$250	$280		0
Delivery, Setup, and Training	$95	$125		0
Personalized Action Codes	$75	$100		0
Paper: Additional Roll	$17	$22		0
USB Flash Drive	$100	$125		0

Federal Tax ID # 20-8676699

Sub Total: _____
LV Sales Tax 8.1%: _____
Grand Total: _____

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

Payment Information *Billing Zip Code Required

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA ☐ CHECK

CREDIT CARD #	EXPIRATION DATE
NAME ON CARD	*BILLING ZIP CODE

WEBSITE:
www.expobadge.com

EMAIL ORDERS TO:
orders@expobadge.com

FAX ORDERS TO:
714-634-9016

MAIL ORDERS TO:
ExpoBadge, Inc.
1150 E. Stanford Court
Anaheim, CA 92805, USA

FOR ASSISTANCE CALL:
toll free 800-490-9941
+1-714-712-7380

Terms and Conditions: ☐ **I have read and agreed to the following terms and conditions.**

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional $100.00 charge. A non-refundable charge of $2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a $100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a $75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

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ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

PRINTER OPTIONS	DETAILS	LEADS FORMAT
ExpoBadge Lead Print	The **ExpoBadge Lead Print** is a standalone lead retrieval and printer unit. With the Lead Print, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form.	**Paper Only**
ExpoBadge All-in-One	The **ExpoBadge All-In-One** will allow you to receive your leads via paper and an electronic spreadsheet. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A wireless model is also available.	Paper and Electronic
ExpoBadge Network	The **ExpoBadge Network** is a printer with two scanners connected ***wirelessly***. This allows you the flexibility for multiple sales people to capture leads in your booth. Similar to the All-In-One, you will receive a paper and electronic copy of your leads. Additional handheld scanners may be added to this configuration.	Paper and Electronic

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Mobile e-Lead	The **ExpoBadge Mobile e-Lead** is a handheld battery-operated scanner that conveniently fits in your pocket. The Mobile e-Lead stores your leads and sends them wirelessly in real time. **Instant Leads** technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Mobile e-Lead+	The **ExpoBadge Mobile e-Lead+** is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. **Instant Leads** technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Exceed	The **ExpoBadge Exceed** offers free form notes and lead lookup functionality on a large color touch screen display for easy navigation. **Instant Leads** technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic

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MOBILE APP	DETAILS	LEADS FORMAT
	The **ExpoBadge Lead Retrieval App** is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features. *****Depending on the type of barcode, you may either scan or manually enter ID number. For show-specific information, please call ExpoBadge.	Electronic

EXTRAS	DETAILS
Live Literature Link	Deliver and make available all your literature digitally! Target your marketing, leverage your collateral investment, and "Go Green" by uploading your promotional material onto the Live Literature Link. You may post up to 10 different pdfs. For further details, click on the link http://expobadge.com/expobadge/LLL.pdf
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	**Not compatible with Lead Print options** Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.

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ExpoBadge® *Defining the Lead...*

STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead.
Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.
Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

TRADE SHOW FURNISHINGS 2015

Product Catalog

CORT®

© 2015 CORT. A Berkshire Hathaway Company.

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

CHR003

SFA003

MIRABEL

CHR001

SFA001

ALLEGRO

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

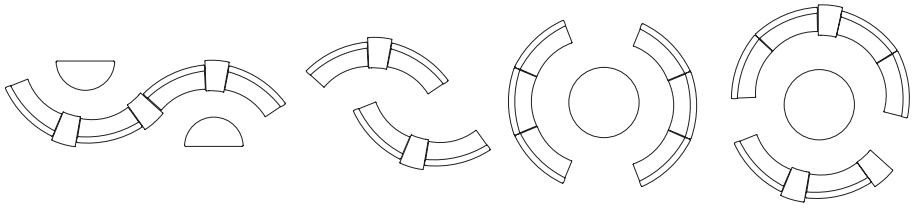
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



TANGIERS

TANCHR

TANSOF

NAPLES

NPLCHR

NPLLOV

NPLSOF

HEATHROW

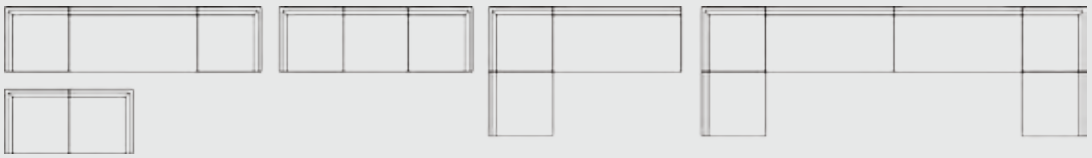
HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow



SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

LOVESEATS

LSM

NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

MEETING CHAIRS

OCMESP

OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS

BNO08

BN075

END02B

END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

SAMPLE CONFERENCE SETS

CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

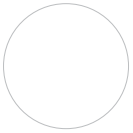
G30CMW

G30CWS

G30CWW

TABLE TOP OPTIONS

MAPLE


WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS

RSTSTL

BS001

BS002

BS003

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

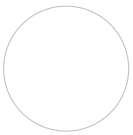
WTB

WTC

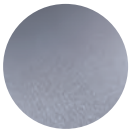
TABLE TOP OPTIONS

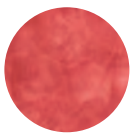
MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED


BRUSHED RED

BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top

CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

SAMPLE BAR TABLE SETS

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTG Silver Textured Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTQ White Laminate Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTS Silver Textured Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTR White Laminate Top

TRAINING ROOM

MERLIN

WD3

BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

UTILITY CHAIRS

SY1

DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED color guide

CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS

BRC

BR1

Suggested Uses of Martini Bar

BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

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LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
PREMIER COLLECTIONS					
CHR003		Roma Chair	White Vinyl	$ 409	
SFA003		Roma Sofa	White Vinyl	$ 599	
CHR001		Mirabel Chair	Brown Leather	$ 386	
SFA001		Mirabel Sofa	Brown Leather	$ 592	
CHR002		Allegro Chair	Blue Fabric	$ 369	
SFA002		Allegro Sofa	Blue Fabric	$ 525	
OCB		Key West Chair	Black	$ 299	
LSM		Key West Loveseat	Black	$ 369	
SOM		Key West Sofa	Black	$ 423	
OTS		South Beach Ottoman	Platinum Suede	$ 239	
SO1		South Beach Sofa	Platinum Suede	$ 499	
SO2		South Beach Sectional	Platinum Suede, 3pc	$ 1,198	
TANCHR		Tangiers Chair	Beige Textured	$ 324	
TANSOF		Tangiers Sofa	Beige Textured	$ 499	
NPLCHR		Naples Chair	Black Vinyl	$ 439	
NPLLOV		Naples Loveseat	Black Vinyl	$ 529	
NPLSOF		Naples Sofa	Black Vinyl	$ 629	
HC008		Heathrow Corner Chair	Black Vinyl	$ 419	
HCH08		Heathrow Chair	Black Vinyl	$ 389	
HEA08		Heathrow Sofa	Black Vinyl	$ 499	
HS008		Heathrow Sectional	Black Vinyl, 3pc	$ 1,309	
OCCASIONAL CHAIRS					
CCE		Ice Chair	Transparent, Chrome	$ 165	
LABREA		La Brea Swivel Chair	Charcoal Gray	$ 309	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	$ 319	
BCW		Madrid Chair	White Leather	$ 562	
OCH		Madrid Chair	Black Leather	$ 562	
SWAN		Swanson Swivel Chair	White Vinyl	$ 269	
OCA		T-Vac Chair	Translucent, Chrome	$ 209	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Leather	$ 209	
OCMTAU		Meeting Chair	Taupe Fabric	$ 205	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	$ 232	
CS8		Berlin Chair	Black, White	$ 95	
CS9		Berlin Chair	Red, White	$ 95	
SC3		Brewer Chair	Onyx, Black	$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	$ 79	
DUET		Duet Chair	Black, Chrome	$ 49	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
SC8		Flex Chair w/ Wheels	Black	$ 129	
SCC		Fusion Chair	Clear, White	$ 105	
SCD		Fusion Chair	Green, White	$ 105	
SCE		Fusion Chair	Red, White	$ 105	
SCF		Fusion Chair	Black, White	$ 105	
CO4		Iso Mesh Chair	Black	$ 221	
SC4		Jetson Chair	Black	$ 145	
XC3		Luxor Guest Chair	Black Leather	$ 261	
SC1		New York Chair	Black, Maple	$ 145	
SC9		Panton Chair	White	$ 149	
SC10		Razor Armless Chair	White	$ 59	
RSTDIN		Rustique Chair w/ arms	Gunmetal	$ 109	
CH002		Wendy Chair	Clear Acrylic	$ 89	
EXECUTIVE CHAIRS					
OTO		Perth High Back	Black	$ 318	
PROEXE		Pro Executive High Back	White Classic Vinyl	$ 279	
XC1		Luxor High Back	Black Leather	$ 302	
XC2		Luxor Mid Back	Black Leather	$ 284	
XC4		Altura High Back	Black Crepe	$ 278	
XC5		Altura Mid Back	Black Crepe	$ 255	
UTILITY CHAIRS					
DF1		Altura Drafting Stool	Black Crepe	$ 229	
SY1		Altura Steno Chair	Black Crepe	$ 149	
BARSTOOLS					
BCE		Ice Barstool	Transparent, Chrome	$ 199	
BS001		Shark Barstool	White, Chrome	$ 239	
BS002		Zoey Barstool	White, Chrome	$ 219	
BS003		Zoey Barstool	Black, Chrome	$ 219	
BSC		Oslo Barstool	White	$ 197	
BSD		Oslo Barstool	Blue	$ 197	
BSL		Gin Barstool	Maple, Chrome	$ 149	
BSN		Jetson Barstool	Black	$ 200	
BSS		Banana Barstool	Black, Chrome	$ 187	
BST		Banana Barstool	White, Chrome	$ 187	
ROLLBL		Lift Barstool	Black Vinyl	$ 159	
ROLLGY		Lift Barstool	Gray Vinyl	$ 159	
ROLLRD		Lift Barstool	Red Vinyl	$ 159	
ROLLWH		Lift Barstool	White Vinyl	$ 159	
RSTSTL		Rustique Barstool	Gunmetal	$ 99	

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SHOW NAME:		BOOTH:	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	$ 2,911	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	$ 309	
BNO75		Bench Ottoman	White Vinyl	$ 309	
CCB		Circle Ottoman	Black Leather	$ 479	
CCW		Circle Ottoman	White Leather	$ 479	
CCZ		Circle Ottoman	Black/White Leather	$ 479	
CUBL20		Edge LED Cube Ottoman	White, Plastic	$ 148	
END02B		Endless Square Ottoman	Black	$ 269	
END02W		Endless Square Ottoman	White	$ 269	
OSC		Milano Cube Ottoman	White Leather	$ 95	
OTH		Milano Cube Ottoman	Black Leather	$ 95	
OTK		Half Round Ottoman	Black Leather	$ 290	
OTL		Half Round Ottoman	White Leather	$ 290	
PUZ2SW		Puzzle Bench Ottoman	White	$ 232	
SAL		Sally Stool/Ottoman	White	$ 69	
VIB01		Vibe Cube Ottoman	Green Vinyl	$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl	$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl	$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl	$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl	$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	$ 105	
VIB07		Vibe Cube Ottoman	Beige Vinyl	$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl	$ 105	
COCKTAIL TABLES					
C1C		Geo Cocktail Table	Glass, Chrome	$ 189	
C1D		Soho Cocktail Table	Espresso, Metal	$ 299	
C1E		Silverado Cocktail Table	Glass, Chrome	$ 209	
C1F		Geo Cocktail Table	Glass, Black	$ 189	
C1K		Inspiration Cocktail Table	Glass, Brushed Steel	$ 233	
C1W		Sydney Cocktail Table	White, Brushed Steel	$ 212	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	$ 212	
COLI		Oliver Cocktail Table	Walnut Finish	$ 180	
SIDE & END TABLES					
AURA		Aura Round Table	White Metal	$ 109	
CDYTB		Candy Table	Black Top	$ 159	
CUBTBL		Edge LED Cube Table	Plastic, Plexi Top	$ 149	
E1C		Geo End Table	Glass, Chrome	$ 185	
E1D		Soho End Table	Espresso, Metal	$ 269	
E1E		Silverado End Table	Glass, Chrome	$ 199	
E1F		Geo End Table	Glass, Black	$ 185	
E1K		Inspiration End Table	Glass, Brushed Steel	$ 219	
E1W		Sydney End Table	White, Brushed Steel	$ 191	
E1Y		Sydney End Table	Black, Brushed Steel	$ 191	
EOLI		Oliver End Table	Walnut Finish	$ 160	
ETBL		E Table	Wood	$ 134	
NEMSAC		Mosaic Tables	Set of 3	$ 219	
TMBTBL		Timber Table	Wood	$ 129	
CONFERENCE & TRAINING TABLES					
C508GR		8' Table	Granite	$ 419	
CB1		42" Round Table	Graphite Nebula	$ 289	
CB2		6' Conference Table	Graphite Nebula	$ 355	
CB3		8' Conference Table	Graphite Nebula	$ 419	
CC5		42" Round Table	Mahogany	$ 289	
CC6		6' Table	Mahogany	$ 355	
CC7		8' Table	Mahogany	$ 419	
CC8		10' Table	Mahogany	$ 629	
CD2		6' Conference Table	Gray Nebula	$ 355	
CD3		8' Conference Table	Gray Nebula	$ 419	
CE1		Geo Table, Rnd Sq	Glass, Chrome	$ 239	
CE2		Geo Table, Rectangle	Glass, Chrome	$ 339	
CF1		Geo Table, Rnd Sq	Glass, Black	$ 239	
CF2		Geo Table, Rectangle	Glass, Black	$ 339	
CG1		Manhattan Table	Glass, Black	$ 249	
CONF42		42" Round Table	White Laminate	$ 289	
CT06GR		6' Table	Granite	$ 355	
CT10GR		10' Table	Granite	$ 629	
OCT6W		Nova Oval Table	White, Silver Legs	$ 399	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	$ 259	
WD3		Work Table	White Laminate, White	$ 249	
G30 COMMUNAL TABLES					
G30BMS		G30 Bar Table	Maple Top	$ 499	
G30BWS		G30 Bar Table	White Top	$ 499	
G30CMS		G30 Cocktail Table	Maple Top	$ 279	
G30CWS		G30 Cocktail Table	White Top	$ 279	
G30DMS		G30 Café Table	Maple Top	$ 399	
G30DWS		G30 Café Table	White Top	$ 399	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Bar Table	Maple Top	$ 499	
G30BWW		G30 Bar Table	White Top	$ 499	
G30CMW		G30 Cocktail Table	Maple Top	$ 279	
G30CWW		G30 Cocktail Table	White Top	$ 279	
G30DMW		G30 Cafe Table	Maple Top	$ 399	
G30DWW		G30 Cafe Table	White Top	$ 399	
BAR TABLES W/ STANDARD BLACK BASE					
30MHSB		30" Round Bar Table	Mahogany Top	$ 217	
VTB		30" Round Bar Table	Brushed Red Top	$ 185	
VTC		30" Round Bar Table	Brushed Blue Top	$ 185	
VTG		30" Round Bar Table	Silver Textured Top	$ 185	
VTJ		30" Round Bar Table	Graphite Nebula Top	$ 185	
VTK		30" Round Bar Table	Maple Top	$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	$ 199	
VTP		36" Round Bar Table	Maple Top	$ 199	
VTW		36" Round Bar Table	White Laminate Top	$ 199	
BAR TABLES W/ TULIP CHROME BASE					
30MHTB		30" Round Bar Table	Mahogany Top	$ 285	
WTB		30" Round Bar Table	Brushed Red Top	$ 285	
WTC		30" Round Bar Table	Brushed Blue Top	$ 285	
WTJ		30" Round Bar Table	Graphite Nebula Top	$ 285	
WTK		30" Round Bar Table	Maple Top	$ 285	
WTS		30" Round Bar Table	Silver Textured Top	$ 285	
WTN		36" Round Bar Table	Graphite Nebula Top	$ 299	
WTP		36" Round Bar Table	Maple Top	$ 299	
WTW		36" Round Bar Table	White Laminate Top	$ 299	
CAFE TABLES W/ STANDARD BLACK BASE					
30MHSC		30" Round Café Table	Mahogany Top	$ 208	
ZTB		30" Round Café Table	Brushed Red Top	$ 169	
ZTC		30" Round Café Table	Brushed Blue Top	$ 169	
ZTG		30" Round Café Table	Silver Textured Top	$ 169	
ZTJ		30" Round Café Table	Graphite Nebula Top	$ 169	
ZTK		30" Round Café Table	Maple Top	$ 169	
ZTN		36" Round Café Table	Graphite Nebula Top	$ 184	
ZTP		36" Round Café Table	Maple Top	$ 184	
ZTQ		36" Round Café Table	White Laminate Top	$ 184	
CAFE TABLES W/ TULIP CHROME BASE					
30MHTC		30" Round Café Table	Mahogany Top	$ 269	
XTB		30" Round Café Table	Brushed Red Top	$ 269	
XTC		30" Round Café Table	Brushed Blue Top	$ 269	
XTJ		30" Round Café Table	Graphite Nebula Top	$ 269	
XTK		30" Round Café Table	Maple Top	$ 269	
XTS		30" Round Café Table	Silver Textured Top	$ 269	
XTN		36" Round Café Table	Graphite Nebula Top	$ 285	
XTP		36" Round Café Table	Maple Top	$ 285	
XTR		36" Round Café Table	White Laminate Top	$ 285	
BOOKCASES & PRODUCT DISPLAYS					
BC6		Bookcase	Mahogany	$ 289	
BC7		Bookcase	Granite	$ 259	
ET1		Etagere	Pewter, Metal/Glass	$ 259	
ET2		Etagere	Black, Metal/Glass	$ 259	
PDL		Locking Pedestal	Black	$ 359	
PMB36		Plastic Pedestal, 36"	Black	$ 299	
PMB42		Plastic Pedestal, 42"	Black	$ 349	
PDL36B		Powered Locking Pedestal, 36"	Black	$ 359	
PDL36W		Powered Locking Pedestal, 36"	White	$ 359	
PDL42B		Powered Locking Pedestal, 42"	Black	$ 429	
PDL42W		Powered Locking Pedestal, 42"	White	$ 429	
DESKS & CREDENZAS					
JD6		Executive Desk	Mahogany	$ 419	
JD7		Executive Desk	Granite	$ 409	
CR6		Credenza	Mahogany	$ 419	
CR7		Credenza	Granite	$ 399	
L26		Lateral File	Mahogany	$ 329	
L27		Lateral File	Granite	$ 319	
VF2		Vertical File, 2 Drawer	Light Gray	$ 140	
VF4		Vertical File, 4 Drawer	Light Gray	$ 191	
FRIDGES					
R1Q		Refrigerator, Small	White, 4.0 cubic feet	$ 229	
R1R		Refrigerator, Large	White, 14.0 cubic feet	$ 652	
MOBILE TABLET STANDS					
TBSTDW		Mobile Tablet Stand	White	$ 209	
TBSTND		Mobile Tablet Stand	Black	$ 209	
TBBCHR		Brochure Holder	Black	$ 49	
TBPNTR		Wireless Printer Holder	Black	$ 49	
TBSHLF		Charging Shelf	Black	$ 49	
LAMPS					
LA14		Mason Table Lamp	Brushed Silver	$ 108	
LA15		Mason Floor Lamp	Brushed Silver	$ 165	

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